ARMY CENTER OF EXCELLENCE, SUBSISTENCE

RESERVE COMPONENT

FOOD SERVICE WORKSHOP 2008

"FEEDING AN ARMY STRONG"

Publications and Records Briefing

David Sherriff

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804-734-4852 (DSN 687-)

Agenda

- AR 30-22/DA Pam 30-22
- "Hot Button" Issues
- FM 4-20.2
- Other Publications
- ARIMS

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Quick History Lesson:

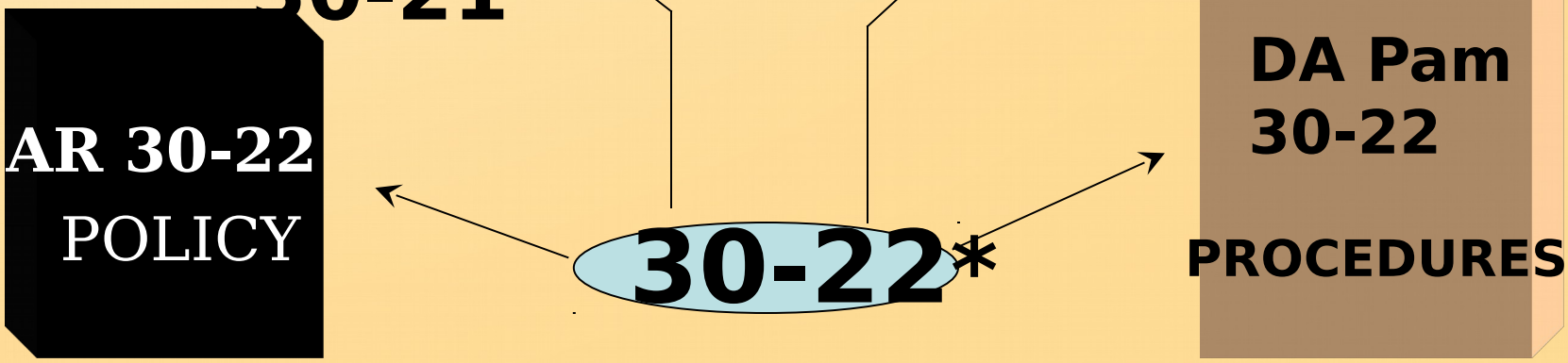
30-1

18

30-16

30-21

30-



30 August 2002

***Split per HQDA Directive**

30 August 2002

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AR 30-22 Policy		DA Pam 30-22 Procedures
Chapter 1	Introduction	
Chapter 2	Responsibilities	Chapter 1
Chapter 3	Garrison (30-1/30-16)	Chapter 2
Chapter 4	Field Feeding (30-21)	Chapter 3
Chapter 5	TISA Operations (30-18)	Chapter 4
		Chapter 5

- **Revised AR 30-22 authenticated by OAASA on 31 March 2005 (Major revision)**

- **Effective date 10 May 2005**

- **Most important changes:**

  -Inclusion of IMA (*now IMCOM*)

  - Redistribution of responsibil

The Army Food Program

AR 30-22
10 May 2005

- **Revised DA Pam 30-22 authenticated by APD on 30 November 2006 (Major revision)**
- **Effective date 3 January 2007**

  6 February 2007
- **What does this say about "timel**
- **Future: Rapid action revision**

Operating Procedures for the Army Food Program

DA Pam 30-22
3 January 2007

- Electronic publication by Army Publishing Directorate (formerly USAPA)
- Publication process:
  - Rapid action revisions (~~8~~ **25** pages or less)
  - Prioritize changes
  - ~~Publish every 6-9 m~~onths
  - www.apd.army.mil
- "Clean text" changes/Edition date and Summary of Changes
- Revision under development, look for it 3rd Q FY08

Pending changes

- Incorporate revised AR 735-5 guidance
  - ROS becomes Financial Liability Investigation
  - DA Form 4697 becomes DD Form 200, Financial Liability Investigation of Property Loss
  - Thresholds remain same ($500 and $4000)

Pending changes

- Incorporation of Directed Meals and Lodging *(MTSS)* guidance for institutional training
- Rescission of DA Form 7169, Troop Issue Subsistence Management Report
- TISA to become Subsistence Supply Management Office
- Increase cash allowed on hand in DFAC to $1500

Pending changes

- HCP guidance (for MPA)
  - Not authorized in UBL
  - Not for CONUS or short term training
  - Not for developed theater (AAFES Support)

Pending changes

- Updated CONOPS guidance
  - Current policy in AR 30-22 para 3-44j
  - AOR request
  - Update CONOPS guidance to authorize the following special events
    - VIP or distinguished visitor visits
    - Semi-annual unit moral sustaining events
    - Monthly promotion and birthday events
    - Transfer of authority events

Pending changes

- Expanded common service reimbursement:
  - RCs of other services

- Clarification of terms as they relate to the Army Food Program:
  - Installation
  - Installation Commander
  - Garrison Commander
  - Senior Mission Commander

Pending changes

- Incorporate JWOD guidance
  - Public Law (JWOD Act- 1938, rev 1971)
  - FAR sup-part 8.7
  - Presidential Committee designates items for NISH & NIB
  - 7700 items, 35 food, 15 affect garrison
  - List is updated periodically, www.jwod.gov

Pending changes

- Contracting Changes
  - FPM must lead the PWS development team
  - Garrison PWS sent to ACES for approval prior to being advertised to commercial community
  - All areas of DA Prototype must be addressed in PWS, including…

- ✓ Type of service
- ✓ Contingency requirements for addition or reduction of service
- ✓ Increases for mobilization/deployment/peak training loads
- ✓ Number of facilities
- ✓ Reduction of services upon demobilization
- ✓ Termination
- ✓ And more… {***www.quartermaster.army.mil/aces***

The Army Food Program

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:

SANDRA R. RILEY
Administrative Assistant to the Secretary of the Army

History. This publication is a major revision.

Summary. This regulation covers the garrison feeding, field feeding, and subsistence supply operations of the Army-appropriated fund food program.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. During mobilization, the proponent may modify chapters and policies contained in this regulation. This regulation is not applicable to cadet mess dining facilities at U.S. military academies; academies are governed by Department of Defense Regulation 7000.14–R, volume 12, chapter 20.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to Army Regulation 25–30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with Army Regulation 11–2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without the prior approval of the Deputy Chief of Staff, G–4, ATTN: DALO–SMT, 500 Army Pentagon, Washington, DC 20310–0500.

Suggested improvements. Users may send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, U.S. Army Logistics Integration Agency, ATTN: LOIA–AP, 5001 Eisenhower Avenue, Alexandria, VA 22333–0001.

Committee Continuance Approval. The Department of the Army Committee Management Officer concurs in the continuance of the Army Food Program Advisory Board and installation food service management boards.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Operating Procedures for the Army Food Program

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:

JOYCE E. MORROW
Administrative Assistant to the Secretary of the Army

History. This publication is a major revision.

Summary. Operating procedures for the Army Food Program have been completely rewritten and consolidated into one pamphlet encompassing garrison, field, and subsistence support. Policies that guide these procedures have been separated and are incorporated in Army Regulation 30–22. This pamphlet establishes procedures for implementing a la carte dining facilities and for watercraft facilities that provide subsistence when underway or in dock. Additionally, the pamphlet provides procedures for using catered meals and host nation meals. The consolidated pamphlet gives procedures for operating under the subsistence prime vendor program and includes guidance for the implementation of the U.S. Department of Agriculture Food Recovery Program.

Applicability. This pamphlet applies to all Active Army, Army National Guard of the United States (ARNGUS), and U.S. Army Reserve (USAR) units performing a food service mission in the absence of an automated information management system. During mobilization, the proponent may modify chapters and procedures contained in this pamphlet. The procedures in this pamphlet are not applicable to cadet mess dining facilities at United States Military Academies. Academies are governed by DOD 7000.14–R, volume 12, chapter 20.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users may send comments and suggested improvements or changes on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, U.S. Army Logistics Integration Agency, ATTN: LOIA–ZA, 5001 Eisenhower Avenue, Alexandria, VA 22333–0001.

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

Bottom line:

- 30-22 should be uniform guidance as much as possible
- If you have a better way, let us know
  - We may change 30-22 or
  - We will at least be aware of different ideas that are out there
  - We will at least be aware of different ideas that are "out there"
- Can email me, Mr. Frazier, or CW3 Christensen directly

AR/DA Pam 30-22 RC Guidance

- Establishing a RC DFAC
  - AR para 3-5, DA Pam para 3-3
- Operational Reviews
  - Requirements: AR para 3-14
  - Procedures: DA Pam para 3-9 and Appendix C
- Actions Plans→ → →

Action plans

- Format for an Action Plan
  - Evaluation
  - Observation
    - Problem
    - Regulatory Guidance
    - Action Required

Action plans (Cont'd)

- Drafting the Action Plan
- Commander and food advisor/supervisor
- Issue Analysis
  - Prioritize issues
    - Time vs. Volume
    - Follow-up
    - Accomplishable
  - Address individually
  - Three paragraph format
- Explained in writing and vocally

AR/DA Pam 30-22 RC Guidance

- Annual Validation of DD Form 1544
  - AR para 3-27, DA Pam para 3-35
- Inventory management (AR para 3-24d)
- For *full time* RC dining facilities:
  - Separate requisition and receiving personnel (AR para 3-21)
  - Nutrition Awareness- posted menus (AR para 3-22)
  - Headcount policies (AR para 3-26)

AR/DA Pam 30-22 RC Guidance

- RCSS
  - AR para 3-30…*Note: not for catered meals (3-30c)*
  - DA Pam appendix F
- Catered Meals
  - AR para 3-41…*Note: Non SIK pays contractor's established meal price, not DOD meal rate (3-41d(2))*
- RC Operational Rations procedures for IDT and other training
  - DA Pam paras 3-52 and 3-53

AR/DA Pam 30-22 RC Guidance

- Philip A. Connelly Program
  - AR para 3-46/DA Pam para 3-65
- DA Food Management Teams by request only
  - AR para 3-49
- Field Feeding Policy
  - Use of AFFS
    - AR para 4-2; DA Pam para 4-2
  - Use of local SPV when on Active Army installation and not in field
    - AR para 4-2

AR/DA Pam 30-22 RC Guidance

- RC procedures at end of training (Pam para 4-20)
  - Use of rations
  - Return of rations
  - Turn in of rations
- Unit Basic Load (AR para 4-6)
- Travel rations (AR para 4-8)
  - One must be MRE
- Bulk issue from TISA---Reimbursable (AR para 5-17)

"Hot Button" Issues

- Mobilization
  - Personnel Policy Guidance for CONOPS in Support of GWOPT
    - Para 3-3: Meals will be provided at no cost to the Soldier on orders
  - Payment of BAS
    - Para 8-3e →→→

- All Soldiers will receive BAS AND meals at no cost while in a TCS status in support of a contingency operation.

- Soldiers are not required to pay--Meal portion of per diem is being cost captured to pay for meals.

- Soldiers who are not authorized per diem must pay for any meal received at the dining facility.
  - Soldier mobilized in the local commuting area
  - Soldier must pay standard meal rate if eating in the dining facility
  - Example: Soldier lives in Alexandria, Virginia and is mobilized and assigned to Fort Belvoir, VA.

"Hot Button" Issues

- Payroll deduction
  - AR 30-22 para 3-19 a (8)
    - Commander is responsible to ensure reimbursement for meals for BAS personnel during field training is completed IAW DFAS procedures
  - AR 30-22 para 4-2 d
    - Commanders will initiate action with DFAS for payroll deduction to ensure reimbursement for all meals available during the TFA or FD for officers and enlisted receiving BAS.

- Payroll deduction (Cont'd)
  - AR 30-22 para 3-30 a(2)
    - Any Soldier (officer or enlisted) receiving BAS will not be included in the initiating DA 5913 to support IDT or AT feeding (except when Soldiers are completing DFAS action)

"Hot Button" Issues

- No payroll deduction for IDT
  - AR 30-22 para 3-30 a(3)
    - If soldiers who are receiving BAS, civilian guests, family members, or civilian employees are included in the initiating request, the commander is directly responsible for the additional meals requested and will ensure that ***cash collection*** is accomplished. ***Individual soldier DFAS reimbursement actions are not authorized for IDT.***
  - AR 30-22 para 3-19 b(3):
    - RC Commanders responsible to ensure that all meals requested above the number of authorized SIK diners paid for that drill (reflected on DAForm 1379) are reimbursed for **in cash**

"Hot Button" Issues

- Officers pay for meals for IDT
- AR 30-22 para 3-34 a (2) (b):
  - Reserve officers and enlisted soldiers retaining BAS will reimburse the Government for meals consumed in a training event (Operations Noble Eagle and Enduring Freedom are exceptions)
- AR 30-22 para 3-34 b:
  - Per DOD 1338.10–M, each Service is authorized to prescribe the conditions that enlisted, officer, and civilian personnel, retaining BAS, may purchase meals in APF dining facilities…(1) *Officers.* Officers will normally be fed other than in APF dining facilities.
- AR 30-22 para 3-35 c (1):
  - The standard meal rate will be charged to—
    - (1) All officers and enlisted members receiving BAS (other than those addressed above in *b*, above).

- Officers pay for meals in IDT (Cont'd)
  - AR 600-38 para 1-7:
    - *a.* Enlisted service members receiving an allowance for subsistence, officers, and civilians will be required to reimburse the Government for meals furnished.
- AR 600-38 Glossary:
  - **Basic Allowance for Subsistence**
    - A cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves…
- The real question…

- FM Revisions → New Numbering

- FM 10-23 → FM 4-20.2
  - Doctrine for Army Field Feeding and Class I Management Operations

- FM 10-23-1 → FM 4-20.51
  - Commander's Guide to Food Service Operations

- FM 10-23-2 → FM 4-20.52
  - Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management

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ISSUE

- ACES Revision of 10 year old Army Doctrinal Field Manual. FM 10-23, Doctrine for Army Field Feeding and Class I Management Operations.

FACTS

- ACES completed major revision of legacy FM 10-23.
- Updated to include Army transformation doctrine and operational concepts, LOGCAP, Class I and field food service operations and equipment.
- Awaiting QMG/CASCOM CG approval
- Publisher
- Expect FM release of FM 4.20.2 to field in the 3rd Quarter FY08

WAY AHEAD

- CG CASCOM authorizes release.

- Complete and thorough revision
- Chapter 1- AFFS
  - Feeding standard still 3 quality meals, METT-TC dependent
  - Updated rations to meet standard (UGR-A, UGR-H&S, UGR-E, MRE)
  - Class I planning, Feeding capabilities, Support under adverse conditions, Environmental training and integration

- Chapter 2- Subsistence Sustainment and Responsibilities
  - Modular Force
  - Sustainment Commands
  - Sustainment Units (Brigade, Platoon)
  - Support organizations and personnel

- Chapter 3- Class I Supply Planning
  - Coordination
  - Sequencing
  - Ration Mix/Ration Cycle and Planning
  - Distribution Methods and Planning
  - Accountability
  - Theatre FSMB

- Chapter 4- Rations and Menus
  - Rations (updated)
  - Sequencing
  - Ration Mix/Ration Cycle and Planning
  - Distribution Methods and Planning
  - Accountability
  - Theatre FSMB

- Chapter 5- Equipment
  - CK, AK, FSC, MBU, MTRCS
- Chapter 6- Field Kitchen Operations
- Chapter 7- Class I Operations

- Chapter 8- Contingency Operations
  - Coordination and responsibilities
  - Transition sequence
  - Contracting considerations
  - SPV/Distribution contractor considerations
- Chapter 9- CBRN Operations
- Appendices and checklists

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"FEEDING AN ARMY STRONG"

ISSUE

- **FM 10-23-2 provides tactics, techniques, and procedures for garrison food operations.**
- **FM 10-23-2 is currently under revision and will be published as FM 4-20.52 when complete.**
- **Will mirror 30-22 (as much as possible)**
- **----------**
- **FM 10-23-1 is a guide to food program operations for commanders.**
- **FM 10-23-1 is planned for revision upon completion of FM 4-20.52 and will be published as FM 4-20.51 when complete.**

FACTS

- Work on FM 10-23-2 revision is on-hold pending completion of update to AR/DA Pam 30-22.
- Work on FM 10-23-2 will resume when 30-22 update is submitted for publication.
- Work will begin on FM 10-23-1 upon completion of higher priority publications.

WAY AHEAD

- Plan is to resume work on FM 10-23-2 in 3rd Q FY 08 with estimated completion date of 1st Q FY 09.
- FM 10-23-1 to follow

Other Publications

- Official
  - AR 600-38
  - AR 30-5
- Unofficial:
  - Doing Business Guide
  - Army Food Net
  - www.quartermaster.army.mil/aces

Records/ARIMS

- AR 25-400-2 *The Army Records Information Management System* dated 2 October 2007
  - Why do we keep records?
    - To properly manage information from its creation through final disposition, according to Federal laws and Army recordkeeping requirements.
  - Only legal authority for destroying nonpermanent Army information
  - Life cycle management instructions for identification, maintenance, storage, retrieval, retirement, and destruction of Army record information

- AR 25-400-2, para 1-6 b
  - ARIMS applies to unclassified Army records, regardless of medium
  - ARIMS does not apply to:
    - Stocked publications and blank forms
    - Reference materials and books
    - Personal or private records

- ARIMS:
  - Focus on management of long–term and permanent records
  - Allows business process to manage short–term records
  - Addresses only the record copy of information

- Records:
  - Identified according to the prescribing directive
  - Record titles determined by proponents of the prescribing directives and provide identification of the categories and types of records needed to support business processes

- Two types of records:
  - Short-term: No value beyond the business process
  - Long-term: Value beyond the business process
    - Historical value
    - Lessons learned
    - Research purposes

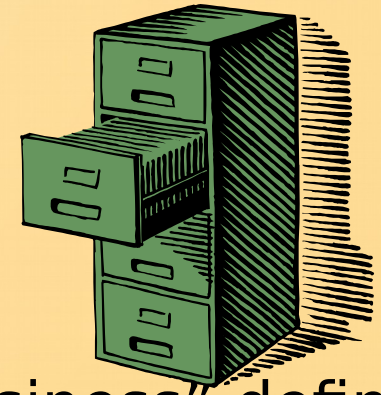
- Disposition codes:
  - "K" for keep
  - "T" for transfer
  - "E" for event when applicable
  - Number representing the retention period or the letter "P" for permanent retention

- The retention/disposition of T records
  - Prescribed in ARIMS

- The retention and disposition of K records
  - Based on the period of time that the creating office needs to keep such records to meet business needs

  - Should be specified in the prescribing directive.

DA Pam 30-22 guidance



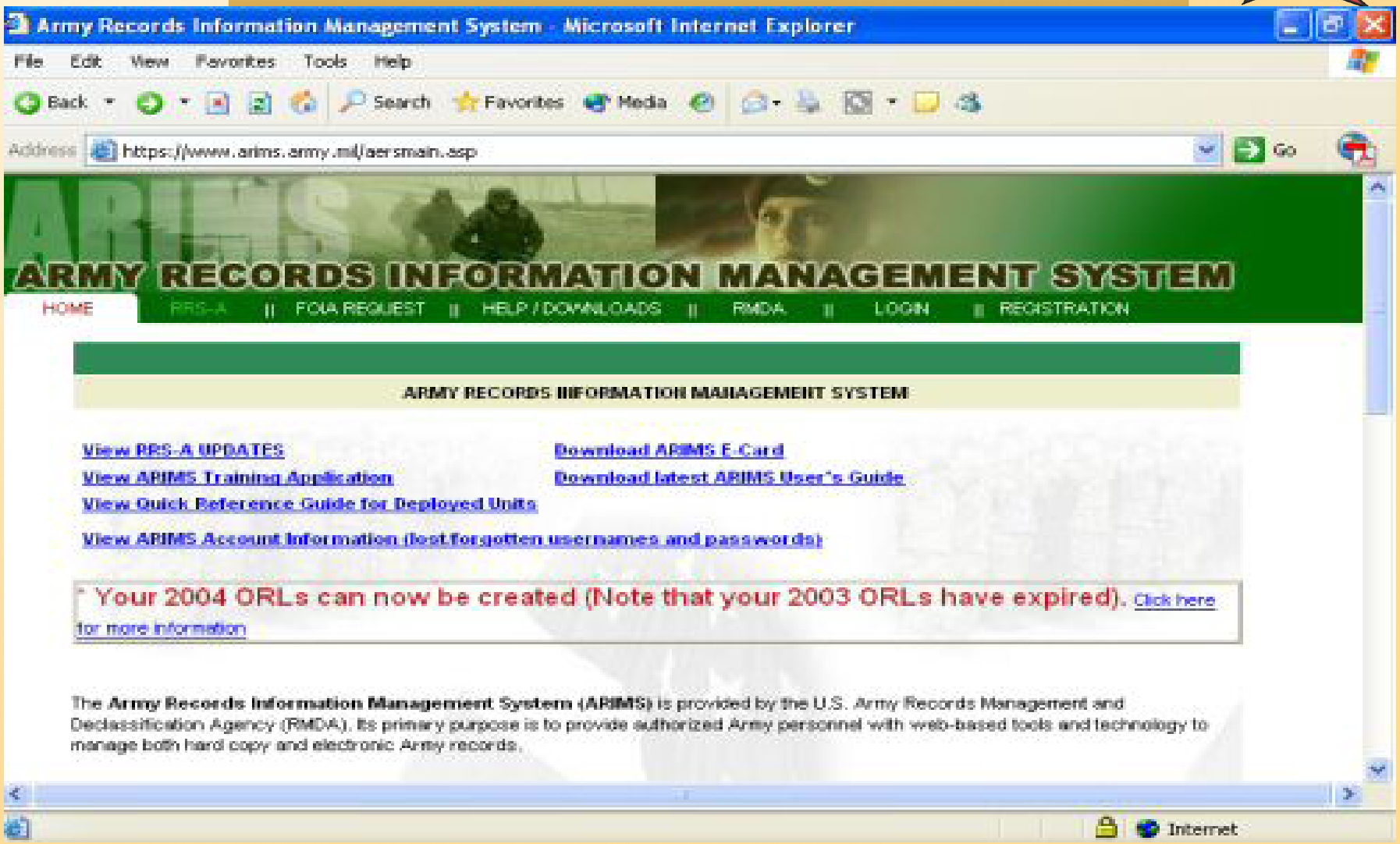
- Files (para 1-5)
  - "T" records
  - "K" records
    - "No longer needed for conducting business" defined:
    - Minimum 6 months active/inactive
    - One year active/inactive
      - (Projects, reviews, ration requests)
    - Six years
      - (Construction/Modernization projects)
- Deferred payment records

- Preparing records for filing:
  - Ensure all actions are complete
  - Eliminate unnecessary attachments such as used envelopes, routing slips that bear no essential information, and extra copies
  - Remove all cover sheets
  - Staple hardcopy documents if possible. Use other fasteners if stapling is not feasible

- **Using guides and folders**
  - Use guides to divide records and to identify subdivisions to ease filing and retrieval.
  - AKA "Dummy Folders"

- **Arranging records**
  - Arrange in a manner that best suits your business/reference needs

- ARIMS Website
  - https://www.arims.army.mil/
- ARIMS Guide
  - https://www.arims.army.mil/help/download.asp?downloadfileid=2
- ARIMS Dining Facility Guide on ACES Website
  - http://www.quartermaster.army.mil/aces/garrison/management/arims/files/arims_guide1.pdf


Army Records Information Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.arims.army.mil/aersmain.asp
Go
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM
HOME RRS-A FOIA REQUEST HELP / DOWNLOADS RMDA LOGIN REGISTRATION
ARMY RECORDS IIIFORMATIOII MAIIAGEMEIIT SYSTEM
View RRS-A UPDATES
View ARIMS Training Application
View Quick Reference Guide for Deployed Units
Download ARIMS E-Card
Download latest ARIMS User's Guide
View ARIMS Account Information (lost forgotten usernames and passwords)
Your 2004 ORLs can now be created (Note that your 2003 ORLs have expired). Click here for more information
The Army Records Information Management System (ARIMS) is provided by the U.S. Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized Army personnel with web-based tools and technology to manage both hard copy and electronic Army records.
Internet

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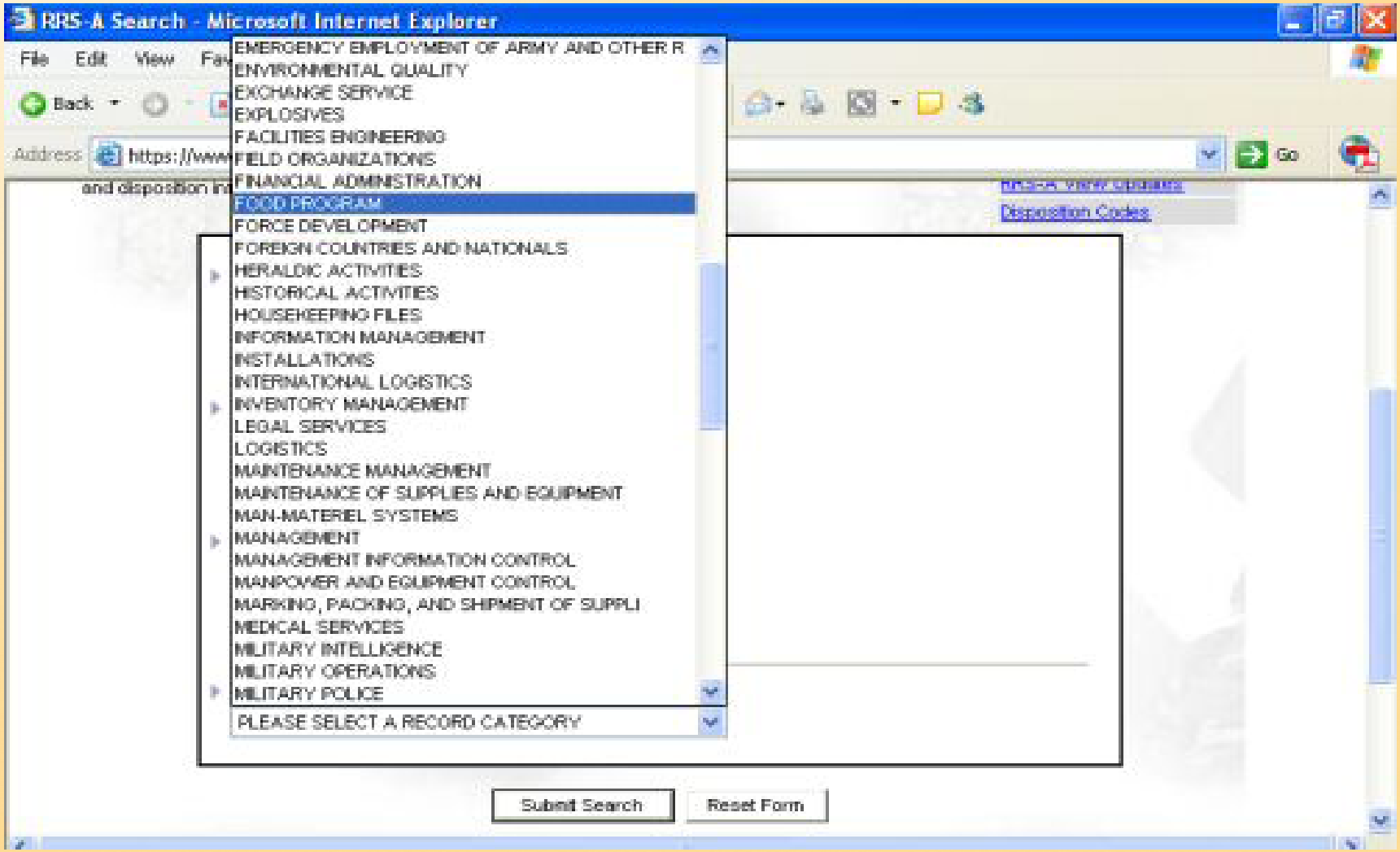

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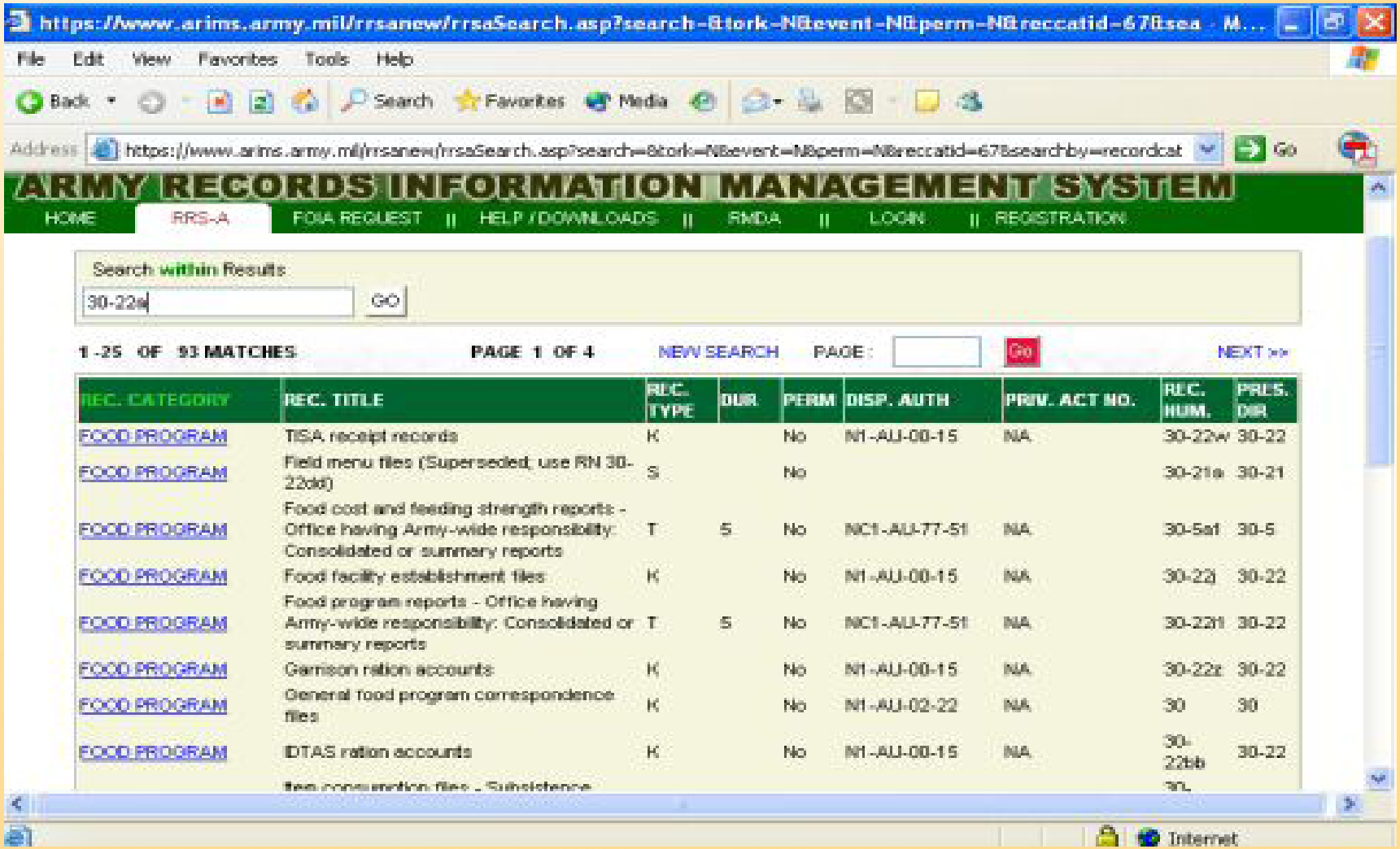

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR.	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR
FOOD PROGRAM	TISA receipt records	K		No	N1-AU-00-15	NA	30-22w	30-22
FOOD PROGRAM	Field menu files (Superseded, use RN 30-22dd)	S		No			30-21a	30-21
FOOD PROGRAM	Food cost and feeding strength reports - Office having Army-wide responsibility: Consolidated or summary reports	T	5	No	NC1-AU-77-51	NA	30-5af	30-5
FOOD PROGRAM	Food facility establishment files	K		No	N1-AU-00-15	NA	30-22j	30-22
FOOD PROGRAM	Food program reports - Office having Army-wide responsibility: Consolidated or summary reports	T	5	No	NC1-AU-77-51	NA	30-22t1	30-22
FOOD PROGRAM	Garrison ration accounts	K		No	N1-AU-00-15	NA	30-22z	30-22
FOOD PROGRAM	General food program correspondence files	K		No	N1-AU-02-22	NA	30	30
FOOD PROGRAM	IDTAS ration accounts	K		No	N1-AU-00-15	NA	30-22bb	30-22

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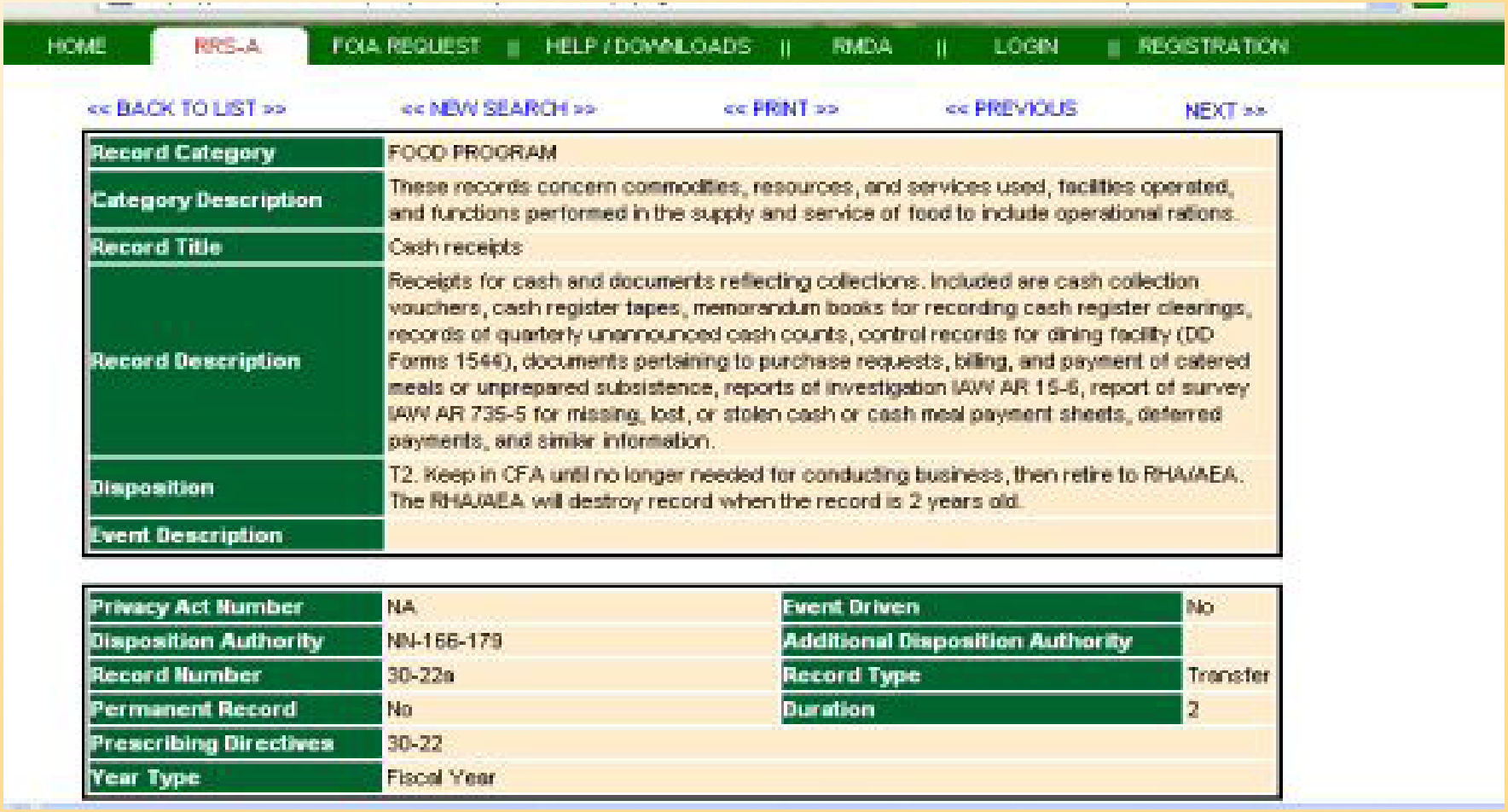

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Record Category	FOOD PROGRAM
Category Description	These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations.
Record Title	Cash receipts
Record Description	Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and payment of catered meals or unprepared subsistence, reports of investigation IAW AR 15-6, report of survey IAW AR 735-5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.
Disposition	T2. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 2 years old.
Event Description	

Privacy Act Number	NA	Event Driven	No
Disposition Authority	NN-166-179	Additional Disposition Authority	
Record Number	30-22a	Record Type	Transfer
Permanent Record	No	Duration	2
Prescribing Directives	30-22		
Year Type	Fiscal Year		

Label printouts using RM Assist with modifications (working titles, business need retention, and security classification):

KE: Office inspections and surveys-**Records Survey** (03)

Keep until next comparable inspection or survey, then destroy.

SECRET

KE: Office classified material inventories-**Smith, T.** (03)
PA: A0001DAMI
Keep until next inventory, then destroy.

T: Crime Prevention Program-Office in charge (03)
of directing or developing the program–**National Capital Region**
Keep until no longer needed, then transfer to RHA.

T: Criminal investigation data references-Cards (03)
sent to CRC **Hood, Robin** PA: A0190-45DAMO
Keep ~~until no longer needed.~~* then transfer to CRC. ***2 years**

Labeling of the same records not using RM Assist:

K: Records Survey (03)

SECRET

K: Smith, T. - Classified Document Inventory (03)
PA: A0001DAMI

T: National Capital Region (03)

T: Hood, Robin (03)
PA: A0190-45DAMO

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Publications and Records Briefing

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